

INFORMATION

USAID/General Notice
M/AS/IRD
02/03/2000

SUBJECT: The February 2000 Automated Directives System (ADS)
Notice

All written guidance related to Agency-wide operating procedures is produced and disseminated through the ADS. This includes the reengineered ADS chapters, currently active portions of the old Handbooks, Agency policies, contract information bulletins, Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices that are not included on ADS CD 16, but are posted to the ADS web site. Policy notices are posted to the ADS web site 3 to 10 business days after they are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides instructions for accessing the ADS CD. It is a repeat from the prior month's notice.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 16

All Agency personnel have access to USAID/General Policy Notices and should read and assimilate the new policies. The notices are distributed each evening from the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes within the Missions.

A number of USAID/General Policy Notices have been issued since the release of ADS CD 16.

Please note:

* ADS CD 16 is accessible to ALL USAID/W employees via the Local Area Network (LAN). ADS 16 CDs were mailed to the Missions Thursday, November 18, 1999. If you are in USAID/W and unable to locate ADS CD 16, please contact the IRM Help Desk for assistance.

* ADS CD 16 material and Policy Notices are also accessible via the ADS web site.

ADS intranet: < <http://www.usaid.gov/ADS/> >

ADS Internet: < <http://www.info.usaid.gov/pubs/ads> >

Policy Notices not included on ADS CD 16 but posted to the ADS website:

NOTICE Name/No.	DATE	SUBJECT
JANUARY 2000		
0148	01/28/2000	Non-Presence Programming Procedures - Interim Update of ADS 201 and Related Guidance
0147	01/28/2000	Discontinuation of Registration of Local Private Voluntary Organizations (LPVOs)
0146	01/28/2000	Correction -Issuance of Revised ADS Chapter 302 - USAID Direct Contracting
0142	01/27/2000	Issuance of Revised ADS Chapter 302 - USAID Direct Contracting
0112	01/11/2000	IT Incidental Procurement Procedure for USAID to be included in ADS Chapter 546, Acquisition of OE-funded IT Resources
DECEMBER 1999		
1235	12/15/1999	ADS 545, Automated Information Systems Security
1233	12/15/1999	Instructions for Pay Period 26 for those Employees on the Flexible 5/4-9 Alternative Work Schedule
1231	12/14/1999	Washington D.C Emergency Dismissal or Closure Procedures
1230	12/13/1999	Establishment of the Disability Review Committee in USAID, to be included in ADS 110
1211	12/02/1999	Tandem Assignments Policy
1203	12/01/1999	Fiscal Year 2000 Appropriation

NOVEMBER 1999

EXEMSG09	11/22/1999	Operating Under a Continuing Resolution
EXEMSG06	11/12/1999	Operating Under a Continuing Resolution
1124	11/09/1999	Notices for USAID Web Sites
EXEMSG02	11/08/1999	Extension of Continuing Resolution
EXEMSG03	11/08/1999	Operating Under a Continuing Resolution

OCTOBER 1999

EXEMSG05	10/29/1999	Operating Under a Continuing Resolution
1048	10/26/1999	Automated Directives System: Chapter 321, Small Business Programs, Disadvantaged Enterprises and Minority Serving Institutions
EXEMSG02	10/22/1999	Operating Under a Continuing Resolution
1042	10/21/1999	Automated Directives System: Chapter 318, Patent Rights
1027	10/12/1999	Year 2000 (Y2K) Leave Restoration Policy
1019	10/06/1999	ADS Update for Chapter 545 - Automated Information Systems Security
1019a 1019b & 1019c		
EXEMSG01	10/01/1999	Operating Under a Continuing Resolution

SEPTEMBER 1999

0945	09/28/1999	Pre-Logon Automated Data Processing System Warning Banners
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Electronic Copies:

- * Policy notices may also be obtained by sending an e-mail to < Notice Mailbox@M.AS.IRD@AIDW >.
- * CIBs issued since ADS CD 16 are found on the M/OP

webpage:

<www.info.usaid.gov/procurement_bus_opp/procurement/cib>

CIBs issued prior to ADS CD 16 are also available on the M/OP web page. CIBs may also be obtained from M/OP/POL, (202) 712-0610.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to searching for a term within the ADS web pages, the list of still valid Agency Handbook Chapters, and ADS CD 17.

Q.1 When will ADS CD 17 be released?

A.1 ADS CD 17 will be mailed to the Missions and posted to the USAID/W CD Tower in mid-February. ADS CD 17 will supersede ADS CD 16.

Q.2 Which "AID Handbook" chapters are still valid?

A.2 The following Handbook (HB) chapters are still valid:

- 1) HB 1
- 2) HB 18, PT III, Chapter 13;
- 3) The Codes from HB 18;
- 4) ALL chapters of HB 19 excluding chapters 1D and 16;
- 5) HB 20 Chapter 7;
- 6) HB 21-2: Records Management Supplement - Records Disposition Schedule
- 7) HB 23 Chapters 3, 10, and 11 are still active Agency directives; and
- 8) Various chapters within Handbooks 24 through 32. See specific Handbook chapter found on the ADS CD for specifics.

Q.3 Where can I find the still valid Handbook chapters?

A.3 The Handbook chapters are currently found on the ADS CD.

Q.4 If I have a question about material on the ADS CD and ADS web

- pages, who do I contact?
- A.4 Please send an e-mail to < ADS@M.AS.IRD@AIDW > or < ads@usaid.gov >.
- Q.5 Where does one find Agency Policy not yet incorporated into an ADS Chapter or Reference, but issued as a USAID/General Policy Notice?
- A.5 There are three places to find Agency Policy Notices. The Interim Update section on the ADS CD, the ADS web pages, and the notice database system found on USAID's intranet. Each ADS Functional Series houses ADS Chapters, References, and Interim Updates (Policy Notices).
- Q.6 How do I search for a phrase in the ADS web pages?
- A.6 You can search for a phrase or term used within the ADS by using the Agency's Advanced InfoSeek search engine. The help guide for searching is found at the following URL:
< <http://search.info.usaid.gov/help/> >.

Section III

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid AID Handbook chapters, a resource library, and a glossary.

The functional series consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

- Series 100 Organization and Executive Management
- Series 200 USAID Program Assistance
- Series 300 Acquisition and Assistance Agreements
- Series 400 Personnel
- Series 500 Management Services
- Series 600 Budget and Finance

Other Sections of the ADS:

* The Interim Updates are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

- * The AID Handbook Series includes the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.
- * The Resource Library contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.
- * The Glossary defines terms found in the functional series.

Updates: The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 16.

How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

- Step 1. Click on the Windows "Start" Button
- Step 2. Click on "NetApps"
- Step 3. Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

- *Step 4. Click on "ADS"
- Step 5. Click on the "Run" button

*If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs.

The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the intranet and the Internet. These sites currently do not contain the valid Handbook chapters, but a list of which Handbook chapters are still valid is

included on the ADS website and this notice. Additionally, the Internet (unlike the intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400, and 500.

USAID/General Policy Notices are placed on the web sites either as Interim Updates or as a new or revised ADS chapter and/or reference (replacing the old ADS material, if any), within 3 - 10 business days of their issuance. Therefore, the ADS web sites will reflect policy updates sooner than the ADS CD. ADS material may be obtained by accessing:

1. The ADS intranet home page is found by accessing the USAID intranet Home page at: <http://www.usaid.gov> - Then click once on the word "ADS" This link will take you to the USAID intranet home page < <http://www.usaid.gov/ADS> >.
2. The ADS Internet home page is found by accessing the USAID Internet Home page at: <http://www.info.usaid.gov/>

The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to the "ADS: Automated Directives System -- Formerly the USAID handbooks" link. Click once on this link and it will take you to the ADS Internet Home page: < <http://www.info.usaid.gov/pubs/ads> >.

Policy Notices: You may also request an electronic copy of a Policy notice by sending an e-mail to < NoticeMailbox@M.AS.IRD@AIDW >.

Questions about the ADS? Please send an e-mail to < ADS@M.AS.IRD@AIDW >.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.